

UNITED SCHOOLS TRUST

Kingsteignton School



Privacy Notice (How we use pupil and parent information)

The categories of pupil and parent information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Relevant special educational needs information
- Exclusions information (where applicable)
- Behavioural information (where applicable)

We also process personal information on Parents/Carers such as:

- Personal information (such as address, mobile phone numbers, email addresses)
- Relevant family information (e.g where there is split parents)
- Safeguarding information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

We use parent data:

- to keep parents/carers updated on educational progress
- to keep parents/carers notified of relevant school matters and events
- to contact parents/carers in an emergency

The lawful basis on which we use this information

We collect and use pupil information for carrying out our public task (e.g. delivering education to children), or for legal compliance (e.g. Keeping Children Safe in Education).

There are occasions where we may process your data for purposes outside of our public task of providing education to pupils - for example using pupils photos for promotional purposes. In these instances we will ask permission from parents. Where we process more sensitive data (known as special category personal data¹) on individuals we need an additional legal basis. The bases we mainly use are:

- For the purpose of medical diagnosis and prevention (e.g. School nurse Team, ensuring staff are aware of allergies)
- To maintain your vital interests where consent is physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance), and where your health data is then shared)
- Substantial public interest:
 - Statutory and government purposes (e.g. Ofsted, DfE)
 - Equality of opportunity or treatment
- Explicit consent

¹ *personal data revealing:*

- *racial or ethnic origin*
- *political opinions*
- *religious or philosophical beliefs*
- *trade union membership*
- *genetic data*

- *biometric data for the purpose of uniquely identifying a natural person*
- *data concerning health; or*
- *data concerning a natural person's sex life or sexual orientation*

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for:

- Early Years Funding - current year plus one
- Educational psychology assessments - 35 years
- Examination results (SATS) - current year plus six
- Governance records - permanent
- Outdoor learning accident forms - until child reaches 25 years
- Outdoor learning booking - current year plus six
- Pre-school data - current and succeeded every three years
- Pupil profiles - individual results - permanent
- School admissions - seven years
- School census data - current year plus six
- School meals lunch register - current year plus three
- School roll - permanent
- School trips (where there has been a major accident) - 25 years
- Special Educational Needs - until pupil reaches 25 years

Further information on retention can be found in the IRMS Toolkit for Schools which the school use as a Retention Schedule.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse/NHS (after receiving parental/carer permission)
- school counsellor
- United Schools Federation (other schools within the federation where applicable)

- i-West (Data Protection Officer) when applicable

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact in the first instance:-

Wendy Smart (administrator)

This request may be shared with our Data Protection Officer at i-West (One West a subsidiary of Bath & North East Somerset Council).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dr Penny Fitch (Principal), Kingsteignton School , Heron Way, Kingsteignton, TQ12 3QY
head@kingsteignton.school.org